

How to eServe Documents in eFileAZ

1. Prepare a submission in eFileAZ. In the Service List tab, the screen will display the known attorneys or self-represented litigants in the case.
2. Select any Attorneys/Self-Represented Litigants that are known to the case. User can check the boxes individually or by selecting 'serve all'.

Electronic Service Recipients My Added Attorney/Interested Parties My E-service Email Addresses for this Case						
<input checked="" type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input checked="" type="checkbox"/>	Giuseppe Ferrigno AZ1369	Active	Unaffiliated Users Attorney		giuseppe.ferrigno@granicus.com	Primary
<input checked="" type="checkbox"/>	Harvey Attorney Spector AZ000987	Active	Unaffiliated Users Attorney		gpals@courts.az.gov	Primary
					hspector602@gmail.com	Alternate 1
<input checked="" type="checkbox"/>	Jillian Law AZ84696321	Active	Mohave Law Firm Attorney		jporter@courts.az.gov	Primary
					csanchez@courts.az.gov	Alternate 1
<input checked="" type="checkbox"/>	John Attorney AZ963258741	Locked	Unaffiliated Users Attorney		azefilling@gmail.com	Primary
					azefilling@gmail.com	Alternate 1
					azefilling@gmail.com	Alternate 2

3. To add new eservice recipients, click on 'My Added Attorney/Interested Parties' tab. Select 'Add Other Attorney/Interested Party' to add a recipient.

Electronic Service Recipients My Added Attorney/Interested Parties My E-service Email Addresses for this Case							
Add Other Attorney/Interested Party Add from E-service Favorites							
Delete	Favorite	Name/ID/Edit	Recipient Status	Affiliation	Email Status	Email Address	Email Type
	<input type="checkbox"/>	Erika Hailes		Clerk		ehailes@courts.az.gov	Primary
	<input type="checkbox"/>	Jillian Law		Clerk		jporter@courts.az.gov	Primary

4. Complete the Attorney/Interested Party information. Two additional emails per party may be provided. Select [Save](#).

Note: Multiple options are available for the Case Role. If the Case Role type is not available, please enter the Role in the Other field.

Other Attorneys/Interested Party

Filer # ☐ Use Portal Filer Profile Information for Service ☐ Add to E-service Favorites

* Name: Status:

* Primary Email Address:

Alternate Email 1:

Alternate Email 2:

* Case Role: Other:

Other Attorneys/Interested Party

Filer # ☐ Use Portal Filer Profile Information for Service ☐ Add to E-service Favorites

* Name:

* Primary Email Address:

Alternate Email 1:

Alternate Email 2:

* Case Role:

Other:

Appellant
Appellee
Attorney - Florida Bar
Attorney - Pro Hac Vice
Attorney - Prosecuting County
Attorney - Internal Counsel for a State Agency
Attorney - Assistant U.S. Attorney
Case Manager
Clerk
Co-Counsel for Defendant
Co-Counsel for Plaintiff
Court Reporter
Counter Plaintiff
Counter Defendant
Creditor
Cross Plaintiff
Defendant
DCA Clerk
Guardian Ad Litem
Insurance Agent
Interested Party
Judge
Law Enforcement Officer
Local Agent
Mediator/Arbitrator
Mental Health Professional
Other

5. Once the recipient information has been entered, the name will appear to the left of the name with a check mark located in the 'Favorite' box. Select the [Back](#) button.

Add Other Attorney/Interested Party Add from E-service Favorites

Delete	Favorite	Name/ID/Edit	Recipient Status	Affiliation	Email Status	Email Address	Email Type
<input type="button" value="X"/>	<input checked="" type="checkbox"/>	Erika Hales		Clerk		ehales@courts.az.gov	Primary

6. User will be returned to the 'Electronic Service Recipients' tab. Select 'Next' to continue to prepare the submission.

Electronic Service Recipients My Added Attorney/Interested Parties My E-service Email Addresses for this Case						
<input type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input type="checkbox"/>	Christine Sanchez AZ987654	Active	Porter Law Attorney		csanchez@courts.az.gov	Primary
<input type="checkbox"/>	Jillian Law AZ84696321	Active	Mohave Law Firm Attorney		jporter@courts.az.gov	Primary
					csanchez@courts.az.gov	Alternate 1
<input checked="" type="checkbox"/>	Erika Hailes		Clerk		ehailes@courts.az.gov	Primary

7. When you have completed your filing, the recipient will receive an email with detailed instructions, informing the user that they have been eServed.
8. Users may confirm their eservice information is correct to receive eserved documents from other parties in the same case. Select the 'My E-Service Email Addresses for this Case' tab. The email address saved in the user's eFileAZ profile will be made available to other parties in the case if the first radio button is selected: 'My profile eMail addresses should be used for service on this case.'

Electronic Service Recipients My Added Attorney/Interested Parties **My E-service Email Addresses for this Case**

Designate your email addresses for eService on this case.

☒ My profile eMail addresses should be used for eService on this case.

☐ The below listed eMail addresses should be used for eService on this case.

Primary Alternate Email 1 Alternate Email 2

9. To add different email addresses for eservice, select the radio button: 'The below listed eMail addresses should be used for eService on this case.' Enter the email addresses in the fields below and click next to continue preparing the submission.

Electronic Service Recipients My Added Attorney/Interested Parties My E-service Email Addresses for this Case

Designate your email addresses for eService on this case.

☐ My profile eMail addresses should be used for eService on this case.

☒ The below listed eMail addresses should be used for eService on this case.

Primary Alternate Email 1 Alternate Email 2